

# **MINISTRY OF HEALTH AND WELLNESS**

## **CIRCULAR NO. 03 OF 2025**

### **Vacancies for post of Senior Attendant (Hospital Services) (on shift)**

Applications are invited from qualified employees on the Permanent Pensionable Establishment of the Ministry who wish to be considered for appointment as **Senior Attendant (Hospital Services) (on shift)** in the Ministry of Health and Wellness.

## **II. QUALIFICATIONS**

By selection of **officers from the grades of Attendant (Hospital Services) (on shift) and Ambulance Care Attendant (on shift)**.

## **III. DUTIES**

- A. To be responsible to the Executive Officer (Health Services) and Hospital Executive Assistant (on shift)/or Officer-in-Charge of the Department/Section where he/she is posted for:
- (i) performing the duties of an Attendant (Hospital Services) (on shift);
  - (ii) cleaning the premises of the section / department / station where he / she is posted;
  - (iii) cleaning with or without special reagents, and maintaining furniture, instruments, equipment, apparatuses, containers and wares;
  - (iv) assisting the professional staff in the non-professional aspects of their work;
  - (v) destroying / disposing of all wastes from section / department;
  - (vi) performing any of the following duties depending upon the section / department where he / she is posted:-
    - (a) receiving, checking, cleaning, preparing, assembling, instruments, containers, wares, packages, etc, for sterilisation purposes;
    - (b) receiving, sorting, distributing specimens, films, containers, packages;
    - (c) wheeling portable equipment, machines to and from the section / department;
    - (d) taking care of and operating simple plant, equipment and switchboard;
    - (e) making and sterilising cotton wool swabs;
    - (f) preparing and serving tea and light snack meals whenever required; and
    - (g) accompanying the professional staff in their field duties if directed.
- B. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Senior Attendant (Hospital Services) (on shift) in the roles ascribed to them.

## **IV. SALARY**

The permanent and pensionable post carries salary in the scale of Rs 15,745 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 a month plus salary compensation at the approved rates.

The selected candidates will be appointed in a temporary capacity in the first instance for a trial period of six months and will draw a flat salary of Rs 15,745 a month plus salary compensation at the approved rates. However, employees drawing higher salaries will retain the salaries of their substantive posts, where applicable. Consideration will, thereafter, be given for their appointment as **Senior Attendant (Hospital Services) (on shift) in a substantive capacity subject to:-**

- (a) vacancies in the grade; and
- (b) their being favourably reported upon by their respective Heads of Divisions/Sections.

## V. **MODE OF APPLICATION**

- a. Qualified candidates should submit their application on prescribed forms which may be obtained **either** from the Hospital Executive Assistant's Office **or** the Human Resource (HR) Sections of the Regional Hospitals **or** the Human Resource Section (A) of the Ministry of Health and Wellness, Level 2, NexSky Building, Ebene, **or** from the website of the Ministry at <https://health.govmu.org>.
- b. Candidates should submit their application form in duplicate. **The original** to be sent directly to the Acting Senior Chief Executive, Ministry of Health and Wellness and the duplicate, through their respective Head of Divisions/Sections and the Human Resource Section of their respective region.

## VI. **IMPORTANT**

- a. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**
- b. Applications **not** made on the Prescribed Form will not be accepted.
- c. The originals of birth and qualification certificates should **not** be submitted with applications, but applicants should produce same as and when called upon to do so.
- d. **Head of Sections/Divisions should ensure that the contents of this Circular are brought to the attention of all eligible employees and that, in the case of employees who are overseas or on leave, a copy of this Circular together with the Application Form, are despatched to these employees on the very day on which the Circular is issued.**

## VII. **CLOSING DATE**

Application Forms should reach the Acting Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, 2<sup>nd</sup> Floor, NexSky Building, Ebene not later than **3.30 p.m on Monday 15 September 2025. Applications received after the closing date will not be considered.** The onus for the prompt submission of applications, so that they reach within the prescribed date rests solely on applicants.

## VIII. When transmitting **duplicate** of the **Application Forms**: -

- (a) Head of Divisions/Sections should verify all documents and evidence in respect of information given under any of the headings at **Section A** of the Application Form and complete **Section B** of the Application Form of each applicant from their respective Divisions/Sections and sign the last part therein, certifying the correctness of the particulars recorded. The duplicate Form should be submitted to the Human Resource Section within **one week** after the closing date; and
- (b) **The Human Resource Section (Regional Hospitals) should verify the duplicate copy and complete Section C before submitting any application to the Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, 2<sup>nd</sup> Floor, NexSky Building, Ebene within fifteen days after the closing date.**

**VIII. Head of Sections/Divisions should ensure that the contents of this Circular are brought to the attention of all eligible employees including those on leave.**

**Date: 26.08.2025**

**Ministry of Health and Wellness  
2<sup>nd</sup> Floor NexSky Building  
Ebene**

**MINISTRY OF HEALTH AND WELLNESS**

**Application Form for the Post of Senior Attendant (Hospital Services) (on shift)**

**SECTION A**  
**(to be filled in by Applicant)**

1. **Post applied for:** .....
2. **Date of advertisement:** .....
3. **Title:** Mr ☐ Mrs ☐ Miss ☐ (Tick as appropriate)
4. **Surname** (in block letters): .....
5. **Other names** .....
6. **Maiden Name** (if applicable): .....
7. **Date of Birth:** .....
8. **Age:** .....
9. **National Identity No.:** .....
10. **Telephone No.:**      **Res:**.....  
**Mobile:** .....
11. **Residential Address** (in block letters): .....
12. **Place of work:** .....
13. **Date joined service:**..... as .....
14. **Date transferred to Permanent and Pensionable Establishment:**.....
15. **Present Job Title:** .....
16. **Date of Present Appointment:** .....
17. **Previous Appointment held in the Government Service and Capacity:**

<i>Appointment</i>	<i>From</i>	<i>To</i>	<i>Ministry/Department</i>

18. **Educational Qualifications:**

(a) **Detailed Results**

<i>C.P.E/PSLC Year.....</i>		<i>School Certificate Year.....</i>		<i>GCE 'O' Level Year.....</i>	
<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>

**Note:** Please attach copies of birth and educational certificates.

19. **Any experience relevant to the post applied for (attach documentary evidence of experience claimed):**

.....  
.....

20. (a) **Have you been the subject of an investigation/enquiry for any offence during the last 10 years?**

Answer Yes or No .....

If Yes, indicate nature of offence and date of outcome.

.....  
.....

(b) **Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?**

Answer Yes or No .....

If Yes, give details (court, charge, date of judgement and sentence – e.g imprisonment, fine, caution or conditional discharge):-

.....  
.....

*Date:*.....  
*Signature of Applicant*

**SECTION B**  
**(to be filled in by Head of Division/Section/Unit concerned)**

- (i) **Record of sick leave during the following years:**  
2022:..... 2023:..... 2024: ..... 2025 (as at date): .....
- Record of unauthorised absence during the following years:**  
2022:..... 2023:..... 2024: ..... 2025 (as at date):.....
- (ii) **Report on applicant:**  
Work: ..... Conduct: ..... Attendance: .....
- (iii) **Comments, if any, on experience claimed and any other remarks:**  
.....  
.....

*Date:*.....  
*Signature*  
*Name (in full):* .....  
*Post Held:* .....

[ Stamp of Ministry ]

SECTION C

To be filled by an officer not below the rank of Human Resource Executive in the Human Resource Section of the Regional Hospitals where the applicant is posted

- (i)

Whether officer has been subject to disciplinary action for the past ten years. If in the affirmative, please give details:
- (ii)

Whether the officer was / or is subject to police enquiry for any offence. If in the affirmative, please give details:
- (iii)

Overall Score of Performance obtained according to the Performance Appraisal Form during the past 3 years:

Year	Rating	Year	Rating	Year	Rating
2022/2023		2023/2024		2024/2025	

I certify that particulars under Section A, B and C have been verified and found correct.

Date:.....

.....

Signature

Name (in full): .....

Designation: .....

[

Stamp of Ministry

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